

## **MEETING MINUTES**

### **April 19, 2007**

## **GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED**

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., April 19, 2007 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

### **ATTENDANCE:**

Committee: Penney Hall (Chairperson); Pete Cuffaro; John Liller; Everette Sullivan; Jan Smith; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Craig Greening and Ken Kennedy.

Public Attendance: Lou Ann Summers, DRS, representing Committee member Brenda Morford  
Elizabeth Sampson, Clay County Services Unlimited

Ms. Hall called the meeting to order.

### **MOTION #1**

**Mr. Sullivan moved to approve the March 22<sup>nd</sup> meeting minutes as presented. Seconded by Ms. Smith. Motion passed.**

### **REPORT OF THE COMMITTEE CHAIR:**

Ms. Hall reported she had received a fax from Rich Porto with Fairmont State University requesting a 2% reduction in the CNA fee. Fairmont State University is interested in TEAM cleaning concept. She talked to Ms. Smith about this and Fairmont State is willing to pay for full implementation of a "Pilot Project" using the OS1 cleaning process. The 2% amounts to approximately \$17,000, which is not the entire cost of implementing the program. Fairmont is going to fund the rest of the implementation with other resources.

### **MOTION #2**

**Mr. Liller moved to give Fairmont State University a one time 2% reduction of the CNA fee for a "Pilot Program" beginning July 1, 2007 through June 30, 2008. Seconded by Mr. Sullivan.**

There was discussion regarding whether WVARF could just pay the \$17,000 outright. Members of the Committee expressed concern about handling it that way and felt it should be done by the fee reduction.

### **Motion #2**

**Motion passed. Ms. Smith abstained from the vote.**

## **EXECUTIVE SECRETARY REPORT:**

\$ 1,259.16 - Annual Allocation  
645.86 - Total Expenses  
613.30 - Sub-Total  
\$ 763.84 - Expenses Outstanding (Accounts Payable)  
\$ 150.54 - Balance Remaining (deficit)

Mr. Price reported the Committee budget was in the deficit by \$150.54. Ms. Hall said she would talk to Ross Taylor about this.

## **EXECUTIVE DIRECTOR'S REPORT:**

Mr. McEndree reported Clay County had received a letter from the Secretary of State's office declaring them a charitable non-profit organization.

Ms. Hall asked if he wanted to address the letter he sent Mr. Tinchler regarding the laundry contract. Mr. McEndree said Hancock County is interested in getting the contract to do laundry for the new Veterans Nursing Home in Clarksburg. Ms. Hal said she had spoken to Mr. Tinchler regarding this issue and he had already spoken to Burl Anderson..

## **CONTRACT PRESENTATIONS:**

### **New Contracts:**

Insurance Commission in Beckley -- Integrated Resources has been doing the janitorial work for a year but was not paying the 4.1% CNA fee. The annual fair market price (FMP) will be \$4,615.20 based on the new FMP procedures the Committee put into place.

Insurance Commission office in Martinsburg -- 1100 square feet once a week. The annual FMP is \$2,926.32 based on the new procedures. The Developmental Center and Workshop were the only ones which expressed interest in doing the contract.

Parole office in Elkins -- 1500 square feet twice a week. The annual FMP is \$3,649.56 using the new procedure. Randolph County Workshop is the only one which was interested in this contract.

DHHR office in Welch -- work was performed by a former DHHR employee. Integrated Resources is currently doing the work when the employee is absent from work due to vacations, illness, etc. The annual FMP will stay at \$27,848.28.

## **MOTION #3**

**Ms. Smith moved to approve the suggested CRP be assigned the New and Modified contracts as presented. Mr. Liller seconded. Motion passed.**

#### **MOTION #4**

**Mr. Sullivan moved to approve the annual FMP for the New and Modified contracts as presented. Ms. Smith seconded. Motion passed.**

#### **Renewed Contracts:**

Mr. Greening reported because of time restraints the old costing sheets were used for these contracts.

Environmental Protection in Philippi – there is a revised statement of work for this contract. The annual FMP will remain at \$18,944.76. Mr. Greening reported the customer is happier with the work being done at that building.

Parkways administration building – there is no change the annual FMP remains at \$17,770.44.

Mr. Greening reported Goodwill Industries of Kanawha have given their 60 day notice for release from the Parkways rest area on I-64 eastbound because they are having a difficult time finding workers. Integrated Resources are willing to take over the contract at the current rate for the rest of this current fiscal year. In the new fiscal year the supervisor wage will go from \$8.50 to \$10.00 and the direct labor wage from \$6.50 to \$7.50. This will make the annual FMP \$129,537.96.

Parkways at the Welcome Center – the annual FMP will remain at \$128,313.60.

#### **MOTION #5**

**Mr. Liller moved to approve the Fair Market Prices for the Environmental Protection and Parkways Authority (three areas) and the reassignment of IRI to the rest area. Ms. Smith seconded. Motion passed.**

Mr. Kennedy said there were additions to the linen rental and replacement sheets for the laundry contract.

#### **MOTION #6**

**Mr. Sullivan move to add the above mentioned items to the list and Ms. Smith seconded. Motion passed.**

Mr. Kennedy next presented the temporary services contract for renewal. He explained to the Committee how the FMP for each position and region was arrived at.

#### **MOTION #7**

**Ms. Smith moved to approve the temporary services contract with a correction of the region Braxton, Clay, Nicholas and Fayette are in. Mr. Sullivan seconded. Motion passed.**

The Committee decided temporary contracts would be rewarded based on the contract assignment policy. Because of the short time period required to respond to a state agency's request a form will be developed which will go out to all CRP's who have indicated they want to work in that area. The CRP in the immediate area has 24 hours to respond. If they don't respond than it is open to the other CRP's before the request is waived.

## **CONTRACT COMPLAINTS:**

Mr. Kennedy reported there had been two complaints in the last month. One was from Chief Logan State Park regarding 20 oz. bottled water. The labels were falling off and one case had no labels on it. He said he visited the park and looked at all the cases and took back the unlabeled and the ones with crunched up labels. They were given credit for four boxes. He has talked to the Sheltered Workshop of Nicholas County about the problem. There was no up-date on water besides what was reported regarding this complaint.

The other complaint regarding liquid hand soap leakage. Mr. Kennedy said he was meeting with Nicholas County to investigate the process of making the bag-in-the-box and see how to solve the problem.

Mr. Greening reported he had been to the Upshur County, Department of Highways office. A second person has been hired and things were better.

Mr. Greening reported they have not heard back from Charlie Black in regards to the Fairmont State Office Building.

## **FINANCIAL REPORT:**

Mr. Miller reported the only payments past due were Forestry, Vital Registration Office and the Governor's Committee. The problem with the Governor's Committee is that it was paid through an IGT which WVARF cannot accept. Mr. Price said they are working on resolving the problem.

Ms. Hall reported the State Use Program has a profit of \$37,944.88 as of the end of February.

## **OLD BUSINESS:**

### **CQI Implementation/Training**

Ms. Hall reported the training the Committee had approved at their last meeting still was not paid for. Mr. Kennedy reported there were still some field reviews to do but they were on hold because of the contract crunch time.

### **Performance Inspections**

Mr. Greening reported on the performance inspections he has done and they have slowed down because it is contract renewal time.

Mr. McEndree passed out a revision of the action plan for the 2008 Goals. Ms. Hall said she was concerned because it still did not have sufficient detail of action steps, personnel identified or budgetary information. Mr. McEndree asked if she had some examples of things she would like to see. She provided him with an example.

## **NEW BUSINESS:**

Mr. Cuffaro asked about doing a site visit to one of the CRP's. The Committee agreed they would look at doing that in August or September after the majority of the contracts were approved.

**PUBLIC COMMENT:**

Ms. Sampson addressed the Committee.

The Committee moved the next meeting to May 10.

**MOTION #8**

**Mr. Sullivan moved to adjourn.**